

**Minutes of the HSENI Senior Management Team (SMT) Meeting  
Thursday 23 April 2009, Robens Room, Ladas Drive**

**In attendance J Keyes (Chair)**  
**D Breen**  
**K Toner**  
**B Monson**

**1. Apologies** - None

**2. Minutes of last meeting** – The minutes of the last meeting held on 19 March 2009 were approved and adopted.

**3. Update on Agreed Action Points**

- Personal safety awareness training has been provided to the recent intake of trainee inspectors.
- Review of the current health and safety policy is being actively pursued.
- Progress has been made in populating the staff photo board.
- Reminder issued to all staff concerning the timely completion of PDPs, PPAs and Annual Reports.
- Staff event to mark HSENI's tenth anniversary is under active consideration.

**4. Corporate Health, Safety and Welfare**

Mr Keyes indicated that it was his intention to conduct a health, safety and welfare inspection of the Ladas Drive building during mid to late May. He indicated that this was slightly later than planned but was being done to accommodate the incoming premises officer.

**Action: Arrange date for a health, safety and welfare inspection of Ladas Drive. Mr Keyes**

Mr Toner indicated that there was a need to reassign fire marshal duties given the recent relocation of staff to Avenue House.

**Action: Review and where necessary reassign fire marshal duties across all HSENI offices. Mr Toner**

Mr Breen explained that the office risk management training was being assessed to see its suitability for roll out to appropriate staff across HSENI.

Mr Keyes referred to the recent installation of solar panels and photo voltaic cells on the roof of Ladas Drive and the obvious need for future access for maintenance and repair. He indicated that the existing

internal access was inappropriate and that consideration needs to be given to permanent external safe access to the roof.

**Action: Raise the issue of permanent external roof access with DFP Office Accommodation Branch. Mr Breen**

Finally Mr Breen reported that no incidents occurred during the period involving staff.

## **5. Audit, Risk Management and Finance**

Mr Keyes reported that unfortunately it had not been possible to consider the 2008/09 Internal Audit Reports at the last Audit and Risk Management Committee (ARMC) on 9 April as the reports has not yet been finalised.

Dr Monson indicated that in two instances there was still no consensus and that efforts were being made to resolve outstanding misunderstandings.

Mr Keyes indicated that he hoped that resolution would soon be found to allow the reports to be considered at the ARMC meeting on 29 May 2009.

Mr Keyes confirmed that the Risk register for the period ending 31 March had been considered by the ARMC and had been submitted to DETI.

Mr Breen confirmed that the outturns for both DRC and Programme expenditure were such that underspends were within or very close to the permitted margins.

Dr Monson indicated a need for some fine tuning of the current year's programme budget to ensure better alignment with the finalised internal operating plan.

**Action: Realign 2009/10 programme budget in light of the final shape of the internal operating plan. Dr Monson/Mr Toner**

Attention was also drawn to the commercial relationship with HSL and the need for the tightening of the specifications for future commissions in support of inspection and investigation.

**Action: Review SLA with HSL with a view to tightening the specification of future commissions. Dr Monson**

Mr Breen explained that as HSENI had not been able to migrate programme expenditure to AccountNI it would process programme payments instead, using a Sage accounting package.

## **6. HR**

Mr Breen reported that for March 2009 6 staff had been absent for a total of 38 days. He also indicated that there was a continuing problem with the availability of NISRA statistics due to the changeover to HRConnect.

He went on to report that vacancy management had gone live on HRConnect on 23 March 2009.

He also reported that a range of new posts and existing vacancies were being progressively filled.

## **7. Case and Project Work**

Mr Toner reported that no cases were completed during March but a number were at various stages both within the PPSNI and the Court system.

He also reported that in response to the recessionary pressures being faced by many small and medium sized businesses a "Help" initiative was being developed which was aimed at raising awareness of the help HSENI can provide in minimising costs attributable to work-related injuries and illnesses.

Dr Monson outlined developments on the workplace health front that would, amongst other things, focus on back care and on developing a workplace health telephone advice line on a pilot basis.

He also drew attention to the emergence of additional work on public safety in relation to the transmission and supply of electricity and the need for a clearer understanding of the respective roles of DETI and HSENI.

### **Action: Raise issue at next DETI/HSENI Oversight and Liaison Meeting. Mr Keyes**

Mr Breen outlined proposals for reshaping HELANI and its support structure. These proposals he planned to discuss with District Council representatives.

## **8. Business Planning**

Mr Breen reported that great progress has been made in compiling the narrative for the Annual Report 2008/09. He stressed the need for all remaining contributions to be in as soon as possible as the narrative report was needed for the external audit field work in early May.

Mr Keyes asked what stage the revisions to the Business Continuity Plan had reached. Mr Breen indicated that these were virtually complete and that the plan would then be circulated for comment.

## **9. Performance Monitoring**

Mr Toner reported that the provisional outturn for inspections in 2008/09 was 4600 and might even reach 4700. This was 15% above the HSENI published target of 4000.

Mr Keyes in noting the outturn felt that, notwithstanding the headcount pressures, this was a very creditable result and represented a considerable and dedicated effort by staff across the organisation.

**Action: Work to continue to finalise outturns for key activities.  
– Mr Toner**

## **10. Board Business**

Mr Keyes confirmed the next Board meeting would be on 30 April and would be attended by the DETI Minister. All members of the SMT confirmed their availability to attend.

## **11. A.O.B.**

### **i. DETI Staff Brief**

**Action: Consider appropriate contributions to the  
DETI staff brief. All**

## **12. Date of next meeting**

It was confirmed that the next meeting would take place on 27 May at 9-30am in the Robens Room, Ladas Drive.